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Report month/year [CDD-801A electronic file transfer only]

The report month/year is the data reporting month and year, not the current month and year.

Users must include the report month/year in the CDD-801A electronic file that is transferred to CDE.

Where to find it:

The report month/year describes the month and year of the data in the electronic transfer file.

Rules and guidelines:

- This information is required.
- This field must be exactly 7 characters long.
- The required format is mm/yyyy where mm is the two-digit month and yyyy is the four-digit year. The slash (/) is required.
- Example: January 2002 must be entered as 01/2002.

Error messages and solutions:

*801A File Transfer	Message:	Row #: File rejected. The report month/year is required.
	Problem:	Report month/year was not entered in the transfer file.
	Solution:	Enter the report month/year.

*801A File Transfer	Message:	Row #: File rejected. The report month/year does not match the report month/year selected for file upload.
	Problem:	Report month/year selected for file transfer does not match the report month/year in the transfer file.
	Solution:	Confirm that the report month/year in the transfer file matches the report month/year selected on the screen.

Vendor Number/Submission Code [CDD-801A electronic file transfer only]

The vendor number/submission code consists of two parts:
the vendor number, which was issued to the agency by CDE, AND
the submission code, which was selected by the agency to represent the sub-agency.

Important: The default submission code for all agencies that do not report by sub-agency is “000.”

Users must include the vendor number/submission code in the CDD-801A electronic file that is transferred to CDE.

Where to find it:

The vendor number is on the face sheet of the contract issued by CDE.

The vendor number is the same as the last 4 characters of a user name.

For agencies that do not report by sub-agency, the submission code is “000.”

Agencies that have set up their system to report by sub-agencies can see the list of their submission codes by selecting the “Agency/Sub-agency Information” menu option on the CDMIS Main Menu.

Rules and guidelines:

- This information is required.
- This field must be exactly 7 characters long.
- The vendor number is exactly 4 characters long.
- The vendor number is case sensitive. Example: “Z932” is different from “z932.”
- The submission code is exactly 3 numbers long, beginning with 001.
- The default submission code for agencies that do not report by sub-agency is “000.”
- Do not include a hyphen, slash, or any extra characters in the vendor number/submission code.

Error messages and solutions:

*801A File Transfer	Message:	Row #: File rejected. The vendor number/submission code is required.
	Problem:	Vendor number/submission code was not entered in the transfer file.
	Solution:	Enter the vendor number/submission code.

*801A File Transfer	Message:	Row #: File rejected. The vendor number/submission code does not match the vendor number/submission code selected for file upload.
	Problem:	Vendor number/submission code selected for file transfer does not match the vendor number/submission code in the transfer file.
	Solution:	Confirm that the vendor number/submission code in the transfer file matches the vendor number/submission code selected on the screen.

Family Identification/Case Number (FICN)

The Family Identification/Case Number is the unique identification or case number that an agency assigns to a family.

Agencies are encouraged to use these numbers on the CDD-801A to help them locate cases that are in the CDD-801B sample.

Where to find it:

On the CD-9600 form, look in the space labeled “Family Identification/Case No:” in the upper right hand corner of the first page.

Rules and guidelines:

- The Family Identification/Case Number is required if the family completes and signs the CD-9600A stating they do not want their Social Security Number submitted for data collection purposes.
- If the family completes and signs the CD-9600A agreeing to submittal of their Social Security Number, the FICN is optional.
- You cannot enter the same FICN twice in the same month for more than one family.
- The FICN cannot contain the head-of-household SSN or the child SSN.
- The maximum length of this field is 15 characters and/or numbers but cannot contain dashes (-) or commas (,).
- The FICN should not contain the family’s or child’s name as this is submitted to the federal government and may compromise the security of the family’s information.
- ***Special instructions for foster care children:*** For foster care cases, the FICN is required because you are not allowed to provide the foster child’s social security number.

Error messages and solutions:

*801A File Transfer	Message:	Row #: File rejected. The Family Identification/Case Number (FICN) or the Head-of-Household Social Security Number is required.
*801A Web Input	Message:	The Family Identification/Case Number (FICN) or the Head-of-Household Social Security Number is required.
*801B	Message:	The Family Identification/Case Number (FICN) or the Head-of-Household Social Security Number is required.
	Problem:	In the specified row in the transfer file, both the FICN and the SSN fields are blank. One (or both) of these fields must have information.
	Solution:	Enter an FICN or a Head-of-Household SSN (or both) in the transfer file. If this is a foster care case, enter only the FICN.

*801A File Transfer	Message:	Row #: File rejected. A duplicate Family Identification/Case Number (FICN) already exists for this report month/year.
*801A Web Input	Message:	A duplicate Family Identification/Case Number (FICN) already exists for this report month/year.
*801B	Message:	The Family Identification/Case Number (FICN) already exists for this report month.
	Problem:	In the transfer file, there are two (or more) families with the same FICN.
	Solution:	Confirm that you have entered the FICN correctly for the families with the same FICN. If both are entered correctly but are still duplicates, talk to the person responsible for generating your agency’s FICNs so that you can get the duplicate changed.

*801A File Transfer	Message:	Row #: File rejected. The Family Identification/Case Number (FICN) is invalid.
*801A Web Input	Message:	The Family Identification/Case Number (FICN) is invalid.
*801B	Message:	The Family Identification/Case Number (FICN) is invalid.
	Problem:	The FICN contains invalid characters.
	Solution:	Remove invalid characters from the FICN such as commas or dashes.

*801A File Transfer	Message:	Row #: File rejected. The Family Identification/Case Number and Social Security Number cannot be the same.
*801A Web Input	Message:	The Family Identification/Case Number and Social Security Number cannot be the same.
*801B	Message:	The Family Identification/Case Number and Social Security Number cannot be the same.
	Problem:	You have entered the same number in both the FICN and SSN fields.
	Solution:	Enter the correct information in the each field.

FAQs about the Family Identification/Case Number (FICN):

Question:

What is a Family Identification/Case Number (FICN)? Our agency hasn't been using this. What numbers or letters should we use?

Answer:

The FICN is for the agency to uniquely identify families. This ID number should make it easier for your agency to locate the family file when it is identified in the CDD-801B sample. **You must have an FICN if the family does not give permission to use the Social Security Number.** The numbering system you use is up to your agency. You may wish to use numbers or letters to identify the site responsible for the family.

Question:

Can I use the family's name in the Family Identification/Case Number (FICN)?

Answer:

No. For confidentiality reasons, we prefer that you do not use any part of the family's or child's name or SSN in the Family Identification Number. If this family is included in the CDD-801B Sample and submitted to the federal government, it may compromise the security of the family's information. This identification must be a unique number that you can use to identify a specific family. If you happen to get a family with the same last name, you do have the possibility of assigning that name to both families. If you only have one site where the children are served, you could also assign a simple number to each family and as new families are enrolled, they are assigned the next available number. It is up to you how you assign the Family Identification Number, but we encourage you to not use any part of the name.

Question:

Does my agency have to report a FICN and a Social Security Number for each family?

Answer:

No. You are required to enter only one.

Question:

We have a family that was previously enrolled, had a break in service, and then returned. Do we use their old FICN or issue them a new FICN?

Answer:

If the family had a break in service of three months or more and you are required to recertify them for services, you should give them a new FICN. Otherwise, use the FICN previously assigned to them.

Head-of-Household Social Security Number

The Head-of-Household Social Security Number is the social security number of the head-of-household who gave written consent on the CD-9600A form. This is the SSN for the person for whom eligibility was determined.

Note: Provision of social security numbers is voluntary for the head-of-household. However, if the SSN is provided to the agency, it must be reported by the agency to CDE.

Exception: The Social Security Number of a foster care child must not be entered.

Where to find it:

On the CD-9600 form, look in the space labeled “SSN-parent A” in “Section I-A- Family Identification.”

Rules and guidelines:

- This information is required. If the family completes and signs the CD-9600A stating they do not want their Social Security Number submitted for data collection purposes or if the head of household is a foster child, you must leave this field blank and enter the Family Identification/Case Number in the Family Identification/Case Number field.
- This field must contain exactly 9 numbers. Do not enter hyphens or spaces.
- This field cannot begin with a “9” (938383836) or contain all the same numbers (i.e., “888888888”).
- The Head-of-Household Social Security Number must not be duplicated in a report month.
- ***Special instructions for foster care children:*** The Head of Household Social Security Number must not be entered for a foster care child when listing the foster child as head of household. **Do not enter the foster care child’s social security number.**

Error messages and solutions:

*801A File Transfer	Message:	Row #: File rejected. A valid Social Security Number cannot begin with a “9” or contains all the same number.
*801A Web Input	Message:	A valid Social Security Number cannot begin with a “9” or contains all the same number.
*801B	Message:	A valid Social Security Number cannot begin with a “9” or contains all the same number.
	Problem:	In the specified row in the transfer file, the Social Security Number (SSN) begins with a “9” or contains all the same number. If an agency does not have a valid SSN, the SSN should be left blank and the FICN must be reported.
	Solution:	Confirm that you have entered the SSN correctly. If you do not have a valid SSN, leave this field blank (delete invalid or placeholder SSNs). Enter a Family Identification/Case Number (FICN) instead in the FICN data element.

*801A File Transfer	Message:	Row #: File rejected. The Family Identification/Case Number (FICN) or the Head-of-Household Social Security Number is required.
*801A Web Input	Message:	The Family Identification/Case Number (FICN) or the Head-of-Household Social Security Number is required.
*801B	Message:	The Family Identification/Case Number (FICN) or Head-of-Household Social Security Number (SSN) is required.
	Problem:	In the specified row in the transfer file, both the FICN and the SSN fields are blank. One (or both) of these fields must have information.
	Solution:	Enter an FICN or a Head-of-Household SSN (or both) in the transfer file. If this is a foster care case, enter only the FICN.

*801A File Transfer	Message:	Row #: File rejected. A duplicate Social Security Number already exists for this report month/year.
*801A Web Input	Message:	A duplicate Social Security Number already exists for this report month/year.
*801B	Message:	The Head-of-Household Social Security Number already exists for this report month.
	Problem:	A family with this SSN already exists for this report month. SSNs are unique numbers. One of your families in the report month has an incorrect SSN.
	Solution:	Confirm that you have entered the SSN correctly. Confirm that the other SSN has been entered correctly. If these are different households with the same SSNs, one must be incorrect. Delete one SSN and make sure that household has an FICN, or explain in the Comments section that both families provided the same SSN.

*801A File Transfer	Message:	Row #: File rejected. Invalid Head-of-Household Social Security Number
*801A Web Input	Message:	Invalid Head-of-Household Social Security Number
*801B	Message:	Invalid Head-of-Household Social Security Number.
	Problem:	A non-numeric SSN was entered.
	Solution:	Enter a valid SSN if available or enter an FICN in the FICN location if the family did not grant permission to the agency to collect its SSN.

*801B	Message:	The Social Security Number of a foster care child is not allowed and will not be saved.
	Problem:	The Head-of-Household is a Foster Care Child. The Head-of-Household Social Security Number has been entered. Agencies must not collect/report a child's SSN to CDE. This is a violation of law.
	Solution:	The system will delete the SSN. Enter an FICN in the FICN data element.

FAQs about the Head-of-Household Social Security Number:

(CDD-801B only)

Question:

The foster parent's name and Social Security Number (SSN) were listed for a foster child. What should I do?

Answer:

For a foster child, the child should be listed as "Head of Household." Just correct the name and delete the SSN, because you should not submit an SSN for a foster child. However, **you must have an FICN for a foster child**. Make a note in the Comments section as to why the Head-of-Household was changed.

Question:

What if the family has not signed to release the SSN?

Answer:

If you do not have permission to report a family's SSN, leave the field blank; however, you must provide a Family Identification Number (FICN) in the FICN field for those families who do not provide you with a SSN. The FICN is a unique number used to identify the family. If you currently do not have this type of identification, you must come up with one. It is required when no SSN is provided or when the head of household signs the CD-9600A and indicates they do not want their SSN used for data collection and gives you another way to identify a family.

Question:

Does my agency have to report a FICN and a Social Security Number for each family?

Answer:

No. You are required to enter only one; however, if the head of household sign the 9600A giving permission to submit the SSN, it must be submitted to CDE. Submitting the FICN in addition to the SSN is optional.

Question:

What if the head of household previously gave permission for our agency to report the SSN and has now changed their mind? Do we need to go back to all the previous months and delete the SSN?

Answer:

No. You only need to change what you report the month the head of household's change goes into effect and from then on. You do not need to delete the SSN from previous months because you had permission at that time.

Head-of-Household Last Name

The Head-of-Household Last Name is the last name (family name) of the head-of-household for the family receiving CDD-subsidized child care assistance.

The “Parent/Caretaker” can be a biological parent, step parent, or grandparent. The Head-of-Household is the person legally and/or financially responsible for the child(ren).

In a foster care case (family of one), the Head-of-Household Last Name is the last name of the oldest foster care child receiving CDD-subsidized child care services.

Where to find it:

- On the CD-9600 form, look in the space labeled “Name of Parent/Caretaker: Full name including middle initial” in Section I-A-“Family Identification.”

Or

- On the CDE Notice of Action (CD-7617 form), look in the space labeled “Parent/Caretaker Name (A)” in the section “Applicant Information.”

Note: Check to see if the family has a subsequent Notice of Action on file (not the initial notice) that applies to the report month/year (i.e., completed on or before the report month as indicated by the Effective Date of Action). If such a Notice of Action is on file, and the name is different, enter the updated information.

Rules and guidelines:

- This information is required.
- The minimum length of this field is 2 characters. The maximum length of this field is 50 characters.
- Special instructions for foster care children:*** Enter the **child’s** last name.
- If there is more than one foster care child in the family receiving services, enter the last name of the **oldest child receiving CDD-subsidized child care services from your agency**. The first and last names of the oldest child receiving CDD-subsidized child care services must be the same as the head of household’s first and last names.
- (CDD-801B only) If you change the Head-of-Household Last Name, enter the reason for the change in the Comments section (for example, the child’s name was erroneously listed as Head-of-Household).

Error messages and solutions:

*801A File Transfer	Message:	Row #: File rejected. The Head-of-Household last name must be more than one character long.
*801A Web Input	Message:	The Head-of-Household last name must be more than one character long.
	Problem:	The Head-of-Household last name is only one character long.
	Solution:	Enter a Head-of-Household last name that is at least two characters long.

*801A File Transfer	Message:	Row #: File rejected. The last name of the Head-of-Household is required.
*801A Web Input	Message:	The last name of the Head-of-Household is required.
	Problem:	You have left the last name blank.
	Solution:	Enter the last name.

*801A File Transfer	Message:	Row #: File rejected. The last name of the Head-of-Household must contain only letters, hyphens, spaces, and apostrophes.
*801A Web Input	Message:	The last name of the Head-of-Household must contain only letters, hyphens, spaces, and apostrophes.
	Problem:	You have entered invalid characters in the last name field.
	Solution:	Remove the invalid characters and confirm that you have entered the last name correctly.

*801B	Message:	The last name of the Head-of-Household is mandatory. You must enter the last name or exclude the family from the CDD-801B report.
	Problem:	You have left the last name blank or have entered a last name that is only one character. A name must be at least two characters long.
	Solution:	Enter the last name or confirm that you have entered the last name correctly. If the last name is not available, you must exclude the family from the CDD-801B report. The system will not save information about a family without the last name (and first name).

*801B	Message:	This is a foster care child. The Head-of-Household last name must be the same as the last name of the oldest foster child receiving care.
	Problem:	The Head-of-Household Last Name is different from the last name of the oldest foster child receiving care. In a foster care case, the child is the Head-of-Household. For a foster care child, the Head-of-Household last name must be the same as the last name of oldest child receiving subsidized child care services from your agency for federal reporting purposes.
	Solution:	Confirm that you have entered the Head-of-Household last name correctly. Confirm that you have entered the oldest child's last name correctly. Confirm that this is a foster care child. If it is, ensure that the Head-of-Household last name and the oldest foster child's last name are the same. If this is not a foster care child, correct data element, "Is the Head-of-Household Single?" If you change the Head-of-Household name, enter the reason why in the Comments section.

FAQs about the Head-of-Household Last Name:

Question:

How do I determine who is "Head of Household"?

Answer:

The "Head of Household" is the person for whom eligibility is determined.

(CDD-801B only)

Question:

The "Head of Household" that is already on the screen is the child's name for this family (not a foster child). What should I do?

Answer:

We took the "Head of Household" name directly from the CDD-801A that your agency filed with us. Your agency must have reported the child as "Head of Household." Just correct the name on the screen and note why in the Comments section.

Question:

What do I enter as the "Head of Household" name for a foster child?

Answer:

Enter the foster child's name as the "Head of Household" and as the child.

If there is more than one foster child in the family, enter the name of the oldest child who received subsidized child care as the "Head of Household." Regardless of the number of foster children in a family, the child whose name appears as head of household must also be listed as the (one of the) child(ren).

Head-of-Household First Name

The Head-of-Household First Name is the first name of the head-of-household for the family receiving CDD-subsidized child care assistance.

The “Parent/Caretaker” can be a biological parent, step parent, or grandparent. The Head-of-Household is the person legally and/or financially responsible for the child(ren).

In a foster care case (family of one), the Head-of-Household First Name is the first name of the oldest foster care child receiving CDD-subsidized services.

Where to find it:

- On the CD-9600 form, look in the space labeled “Name of Parent/Caretaker: Full name including middle initial” in Section I-A-“Family Identification.”

Or

- On the CDE Notice of Action (CD-7617 form), look in the space labeled “Parent/Caretaker Name (A)” in the section “Applicant Information.”

Note: check to see if the family has a subsequent Notice of Action on file (not the initial notice) that applies to the report month/year (i.e., completed on or before the report month as indicated by the Effective Date of Action). If such a Notice of Action is on file, and the name is different, enter the updated information.

Rules and guidelines:

- This information is required.
- The minimum length of this field is 2 characters. The maximum length of this field is 50 characters.
- ***Special instructions for foster care children:*** Enter the **child’s** first name.
- ***Special instructions for foster care children:*** If there is more than one foster care child in the family receiving services, enter the first name of the **oldest child receiving CDD-subsidized child care services from your agency**.
- (CDD-801B only) If you change the Head-of-Household First Name, enter the reason for the change in the Comments section (for example, the child’s name was erroneously listed as head-of-household).

Error messages and solutions:

*801A File Transfer	Message:	Row #: File rejected. The Head-of-Household first name must be more than one character long.
*801A Web Input	Message:	The Head-of-Household first name must be more than one character long.
	Problem:	The Head-of-Household first name is only one character long.
	Solution:	Enter a Head-of-Household first name that is at least two characters long.

*801A File Transfer	Message:	Row #: File rejected. The first name of the Head-of-Household is required.
*801A Web Input	Message:	The first name of the Head-of-Household is required.
	Problem:	You have left the first name blank.
	Solution:	Enter the first name.

*801A File Transfer	Message:	Row #: File rejected. The first name of the Head-of-Household must contain only letters, hyphens, spaces, and apostrophes.
*801A Web Input	Message:	The first name of the Head-of-Household must contain only letters, hyphens, spaces, and apostrophes.
	Problem:	You have entered invalid characters in the first name field.
	Solution:	Remove the invalid characters and confirm that you have entered the first name correctly.

*801B	Message:	The first name of the Head-of Household is mandatory. You must enter the first name or exclude the family from the CDD-801B report.
	Problem:	You have left the first name blank or have entered a first name that is only one character. A name must be at least two characters long.
	Solution:	Enter the first name or confirm that you have entered the first name correctly. If the first name is not available, you must exclude the family from the CDD-801B report. The system will not save information about a family without the first name (and last name).

*801B	Message:	This is a foster care child. The Head-of-Household first name must be the same as the first name of the oldest foster child receiving care.
	Problem:	The Head-of-Household First Name is different from the First name of the oldest foster child receiving care. In a foster care case, the child is the Head-of-Household. For a foster care child, the Head-of-Household first name must be the same as the first name of oldest child receiving subsidized child care services from your agency for federal reporting purposes.
	Solution:	Confirm that you have entered the Head-Of-Household first name correctly. Confirm that you have entered the oldest child's first name correctly. Confirm that this is a foster care child. If it is, ensure that the Head-of-Household first name and the oldest foster child's first name are the same. If this is not a foster care child, correct data element, "Is the Head-of-Household Single?" If you changed the Head-of-Household name, enter the reason why in the Comments section.

FAQs about the Head-of-Household first name:

Question:

How do I determine who is "Head of Household"?

Answer:

The "Head of Household" is the person for whom eligibility is determined.

(CDD-801B only)

Question:

The "Head of Household" that is already on the screen is the child's name for this family (not a foster child). What should I do?

Answer:

We took the "Head of Household" name directly from the CDD-801A that your agency filed with us. Your agency must have reported the child as "Head of Household." Just correct the name on the screen and note why in the Comments section.

Head-of-Household Middle Initial

The Head-of-Household Middle Initial is the middle initial of the head-of-household for the family receiving CDD-subsidized child care assistance.

The “Parent/Caretaker” can be a biological parent, step parent, or grandparent. The Head-of-Household is the person legally and/or financially responsible for the child(ren).

In a foster care case (family of one), the Head-of-Household Middle Initial is the middle initial of the oldest foster care child receiving CDD-subsidized child care services.

Where to find it:

- On the CD-9600 form, look in the space labeled “Name of Parent/Caretaker: Full name including middle initial” in Section I-A-“Family Identification.”

Or

- On the CDE Notice of Action (CD-7617 form), look in the space labeled “Parent/Caretaker Name (A)” in the section “Applicant Information.”

Note: check to see if the family has a subsequent Notice of Action on file (not the initial notice) that applies to the report month/year (i.e., completed on or before the report month as indicated by the Effective Date of Action). If such a Notice of Action is on file, enter the updated information.

Rules and guidelines:

- This information is optional.
- The middle initial of the head-of-household is optional. Enter if available.
- The maximum length of this field is 1 character.
- Do not enter a period after the middle initial.
- ***Special instructions for foster care children:*** Enter the **child’s** middle initial.
- ***Special instructions for foster care children:*** If there is more than one foster care child in the family receiving services, enter the middle initial of the **oldest child receiving CDD-subsidized child care service**.

Error messages and solutions:

*801A File Transfer	Message:	Row #: File rejected. A valid middle initial must be one letter.
*801A Web Input	Message:	A valid middle initial must be one letter.
*801B	Message:	A valid middle initial must be one letter.
	Problem:	You have entered a period (.) or more than one letter in the middle initial field. A period (.) is not a valid middle initial. More than one letter is not a valid middle initial.
	Solution:	Delete the period (.) or extra letter(s) from the middle initial. Leave this blank if there is no middle initial; the middle initial is optional.

Head-of-Household Zip Code

The Head-of-Household Zip Code is the Zip Code of the residence of the head-of-household for the family receiving child care assistance. It may be the 5-digit (Zip Code only) or the 9-digit (Zip Code and +4 code) of the residence.

Where to find it:

- On the CD-9600 form, look in the space labeled “Zip” in Section I-A-“Family Identification.” Or

- On the CDE Notice of Action (CD-7617 form), look in the space labeled “Zip” in the section “Applicant Information.”

Note: check to see if the family has a subsequent Notice of Action on file (not the initial notice) that applies to the report month/year (i.e., completed on or before the report month as indicated by the Effective Date of Action). If such a Notice of Action is on file, enter the updated information.

Rules and guidelines:

- This information is required. The Zip Code must be valid
- The minimum length of this field is 5 numbers. The +4 code is optional.
- Enter numbers only.
- The Zip Code and FIPS Code must be consistent.

Error messages and solutions:

*801A File Transfer	Message:	Row #: File rejected. The zip code is required.
*801A Web Input	Message:	The zip code is required.
*801B	Message:	The zip code is required.
	Problem:	The Zip Code field is blank. This field must have information.
	Solution:	Enter the Zip Code of the family's residence.

*801A File Transfer	Message:	Row #: File rejected. A valid zip code must have 5 numbers or 9 numbers.
*801A Web Input	Message:	A valid zip code must have 5 numbers or 9 numbers.
*801B	Message:	A valid zip code must have 5 numbers or 9 numbers.
	Problem:	You have entered an incomplete Zip Code or letters instead of numbers.
	Solution:	Confirm that you have entered all five digits of the Zip Code. If you have entered the Zip +4 Code, confirm that you have entered all nine digits.

*801A File Transfer	Message:	Row #: File rejected. The Zip Code does not exist in the geographic area for the FIPS Code provided.
*801A Web Input	Message:	The Zip Code does not exist in the geographic area for the FIPS Code provided.
*801B	Message:	The Zip Code does not exist in the geographic area for the FIPS Code provided.
	Problem:	You have entered a Zip Code for a location that is not found in the same part of the state as the FIPS Code you entered for this family.
	Solution:	Confirm that you have entered the FIPS Code correctly. Confirm that you have entered the Zip Code correctly.

FAQs about the Head-of-Household Zip Code:

Question:

What Zip Code do I use--the family's residence or the zip of the child care provider?

Answer:

You must enter the Zip Code for the head-of-household of the family receiving CDD-subsidized services.

Question:

I am trying to enter a Zip Code provided by a family but the system is giving me the error "the Zip Code does not exist in the geographic area for the FIPS Code provided" and I cannot save the information. What do I do?

Answer:

Our system uses the Zip Codes provided by the United States Postal Service. They are updated once each month. The Zip Code provided to you by the family may be incorrect or you are typing it incorrectly. To verify a Zip Code, go to the United States Postal Services Web site at www.usps.gov. You may also have entered the FIPS Code incorrectly. (See data definition for "Head-of-Household Federal Information Processing Standards [FIPS] Code.")

TANF/CalWORKs Cash Aid Recipient

The TANF/CalWORKs Cash Aid Recipient information indicates whether the head-of-household received any type of Temporary Assistance to Needy Families (TANF) or CalWORKs cash assistance in the report month. *Note:* "CalWORKs" is California's name for TANF.

Where to find it:

- On the CD-9600 form applicable for this month, confirm that one of these boxes is checked in Section III "Family Adjusted Gross Monthly Income and Size":
 - * "Cash or other assistance under Title IV of the Social Security Act (TANF)"

or

- * "State-only alien and two-parent programs for CalWORKs recipients"

Or

- On the CDE Notice of Action (CD-7617 form), confirm that the box labeled "TANF" is checked in the section "Part 1 – Eligibility "B Family Eligibility."
Note: Check to see if the family has a subsequent Notice of Action on file (not the initial notice) that applies to the report month/year (i.e., completed on or before the report month as indicated by the Effective Date of Action). If such a Notice of Action is on file, and the TANF status has changed, enter the updated information.

Note: There should also be documentation in the family file indicating the receipt of cash aid (Notice of Action for the county welfare department or a stub showing the monthly warrant amount).

Rules and guidelines:

- This information is required.
- There are only three possible choices:
 - Yes** – The head-of-household did receive TANF/CalWORKs cash aid during this report month.
 - No** – The head-of-household did not receive TANF/CalWORKs cash aid during this report month.
 - Unavailable** – The TANF/CalWORKs information for the family is missing or unknown.

Error messages and solutions:

*801A File Transfer	Message:	Row #: File rejected. The TANF/CalWORKs information is required.
*801A Web Input	Message:	The TANF/CalWORKs Cash Aid information is required.
*801B	Message:	The TANF/CalWORKs Cash Aid information is required.
	Problem:	No selection has been made from the TANF/CalWORKs Cash Aid drop down list. This field must have information selected.
	Solution:	Enter the TANF/CalWORKs Cash Aid information (Yes, No, or Unavailable).

*801A File Transfer	Message:	Row #: File rejected. Invalid TANF/CalWORKs information.
	Problem:	The TANF/CalWORKs information is not "Y," "N," or "U."
	Solution:	Confirm that you have entered a valid code.

FAQs about the TANF/CALWORKs Cash Aid Recipient information:

Question:

What do TANF and CalWORKs mean?

Answer:

The federal welfare reform law, The Personal Responsibility and Work Opportunity Reconciliation Act of 1996, replaced AFDC, EA and JOBS or GAIN and created TANF (Temporary Assistance for Needy Families). This is the federal cash assistance program for families, which contains many work requirements. It provides a block grant to states to assist needy families and created new work requirements and time limits. CalWORKs stands for the California Work Opportunity and Responsibility to Kids Program. It is the State name for the federal TANF program.

Question:

Should we count Medi-Cal or Food Stamps as TANF assistance?

Answer:

No.

Question:

If a TANF recipient's income exceeds a certain amount for the month, they receive no TANF assistance even though they are still enrolled in the TANF program. If their income drops the next month, they will again receive TANF assistance. How should we answer those months in which no TANF assistance is received even though they are still enrolled in TANF?

Answer:

Answer those months as a "Y" because the recipient is still enrolled in the TANF program.

Family Income Greater than 75 Percent of State Median Income Level

The Family Income Greater than 75 Percent of State Median Income Level (SMI) information indicates whether the family's income was greater than 75% of the SMI.

Note: Only families receiving subsidized child care before January 1, 1998, with incomes above 75 percent of the State Median Income (up to 100% of the State Median Income) were eligible if their incomes were more than 75% of the State Median Income ("grandfathered" families) and the eligibility is only for children who were receiving subsidized child care at that time.

Where to find it:

You need four kinds of information to determine this response:

Information	Source
Family size during the report month	On the CD-9600 form, look in the space labeled "C. Family Size" in Section III "Family Adjusted Gross Monthly Income and Size." <i>Note:</i> Include all parent(s)/caretaker(s) and all children on the CD-9600 form.
Family monthly income for the report month	On the CD-9600 form, look in the space labeled "A. Family Monthly Income" in Section III "Family Adjusted Gross Monthly Income and Size."
Child Development Family Fee Schedule that was in effect for the report month	Management Bulletin 00-14 includes the Family Fee Schedule that was effective as of September 1, 2000.
Date family began receiving subsidized child care (before or after January 1, 1998)	On the CD-9600 form, look in the space labeled "Initial Subsidized Service Date" in the upper right hand corner of the first page.

Instructions: Locate income for the family size on the Child Development Family Fee Schedule. If it is on the table that goes up to 75% of State Median Income, the correct choice is "No." If the income is on the table that goes to 100% of SMI, the correct choice is "Yes."

Rules and guidelines:

This information is required. There are only three possible choices:

Yes – The family income is greater than 75% of the State Median Income (SMI) during the report month. Only "grandfathered" families may have family income greater than 75% of the SMI during the report month.

No – The family income is not greater than 75% of the State median income (SMI) during the report month.

Unavailable – The information for the family is missing or unknown. This should only be chosen for some Child Protective Services (CPS) cases.

(CDD-801B only) In the Comments section, note that this is a CPS case for which income was not counted.

Error messages and solutions:

*801A File Transfer	Message:	Row #: File rejected. The "Family Income Greater Than 75% of State Median Income" information is required.
*801A Web Input	Message:	The "Family Income Greater Than 75% of State Median Income" information is required.
*801B	Message:	The "Family Income Greater Than 75% of State Median Income" information is required.
	Problem:	No selection has been made from the "Family Income Greater Than 75% of State Median Income" drop down list. This field must have information selected.
	Solution:	Enter the "Family Income Greater Than 75% of State Median Income" information (Yes, No, or Unavailable).

*801A File Transfer	Message:	Row #: File rejected. Invalid Family Income information.
	Problem:	The "Family Income Greater than 75% of State Median Income" information is not "Y," "N," or "U."
	Solution:	Confirm that you have entered a valid code ("Y," "N," or "U").

*801B	Message:	Child care assistance began after December 31, 1998. Family income should not exceed 75 percent of the State Median income
	Problem:	Families who began to receive child care assistance after December 31, 1998, were required to have family income less than 75% of the State Median Income when their eligibility was determined.
	Solution:	Confirm that the family income is more than 75% of the State Median Income. Confirm that child care assistance began after December 31, 1998.

FAQs about the Family Income Greater than 75 Percent of State Median Income Level information:

Question:

What do you mean--"family income greater than 75 percent of State Median Income"? Does this mean "greater than" the line on the page of the fee schedule?

Answer:

No. Look on the family fee schedule that was in effect for the report month. If the family's income is at or below the 75 percent line (less than or equal to the amounts listed on the 75% SMI row), then the answer is "No." If the family's income is in the 75 to 100 percent box (income is greater than amount listed in the 75% SMI row), then the answer is "Yes." These are the "grandfathered" families.

Follow these rules:

1. Find the family size on the Fee Schedule.
2. Go down the column until you reach the amount on the 75 percent line.
3. Ask yourself the question, "Is the family income greater than the amount listed?" If you answer "Yes," your answer is "Yes." If you answer "No," your answer is "No."

Question:

We don't determine income for children referred by child protective services (CPS). What should we report here?

Answer:

Report income for children referred by CPS as "Unavailable."
(CDD-801B only) Note that this is a CPS case in the Comments section.

Reason for Receiving Child Care

The Reason for Receiving Child Care information describes the primary reason child care services are needed by the family. This is the primary reason used to determine eligibility for child care assistance.

Note: If more than one reason applies, use the **primary** reason.

Where to find it:

- On the CD-9600 form, determine the primary reason from the boxes checked in “B Reason for needing Services” in Section II “Family Eligibility and Reason for Needing Service.”
 - Or
 - On the CDE Notice of Action (CD-7617 form), determine the primary reason from the boxes checked in “Part I -- Eligibility ” under “A. Need” and “B. Family Eligibility.”
- Note:* Check to see if the family has a subsequent Notice of Action on file (not the initial notice) that applies to the report month/year (i.e., completed on or before the report month as indicated by the Effective Date of Action). If such a Notice of Action is on file, and the reason has changed, enter the updated information.

Rules and guidelines:

- This information is required.

(CDD-801A only) There are only nine possible choices:

- A. Child Protective Services
- B. Incapacity of parent
- C. Incapacity of child, special needs of child, severely handicapped child (invalid after May 2004)
- D. Employment
- E. Vocational or college training/education
- F. Both employment and training/education
- G. Seeking employment
- H. Homeless or seeking housing
- I. None of the above, child attends State Preschool

(CDD-801B only) There are only eight possible choices:

- a. Child Protective Services
- b. Incapacity of parent
- c. Incapacity of child, special needs of child, severely handicapped child (invalid after May 2004)
- d. Employment
- e. Vocational or college training/education
- f. Both employment and training/education
- g. Seeking employment
- h. Homeless or seeking housing

Error messages and solutions:

*801A File Transfer	Message:	Row #: File rejected. The "Reason for Receiving Child Care" is required.
*801A Web Input	Message:	The "Reason for Receiving Child Care" is required.
*801B	Message:	The "Reason for Receiving Child Care" is required.
	Problem:	No "Reason for Receiving Child Care" has been selected from the drop down list. This field must have information selected.
	Solution:	Enter the "Reason for Receiving Child Care" information.

*801A File Transfer	Message:	Row #: File rejected. Invalid Reason for Receiving Child Care.
	Problem:	The Reason for Receiving Child Care is not "A" – "I."
	Solution:	Confirm that you have entered a valid Reason for Receiving Child Care.

FAQs about the Reason for Receiving Child Care information:

Question:

What reason do we check for receiving child care in the situation where grandparents or an aunt is the caretaker for a child? None of the reasons shown seem appropriate.

Answer:

Each situation is different. Treat the grandparents or aunt as "Parent/Caretaker," and carefully consider the "Employment" or "Incapacity of Parent" answers.

Question:

What reason do we use for receiving child care in the case of a foster child?

Answer:

Use the most appropriate reason for the situation. For example, if the foster parent is working, use the "employment" reason.

Head-of-Household Federal Information Processing Standards (FIPS) Code

The Head-of-Household Federal Information Processing Standards (FIPS) Code is the code that identifies the state and county where the head-of-household receiving child care assistance lives.

Important: Enter the FIPS Code of the head-of-household residence; do not use the FIPS Code of the child care provider.

Where to find it:

On the CD-9600 form, look in the space labeled “FIPS Code” in Section I-A-“Family Identification.”

Rules and guidelines:

- This information is required.
- Valid California FIPS Codes are “06001” to “06115.”
- For Arizona, use “04000.”
- For Nevada, use “32000.”
- For Oregon, use “41000.”
- If the family resides in California, the FIPS Code is a 2-digit state code (06) **and** a 3-digit county code. The drop down box automatically displays the correct FIPS Code for the county selected.
- If the family resides in Arizona, Nevada or Oregon, the FIPS Code is a 2-digit state code **only** (the county code is not required). The drop down box automatically displays the correct FIPS Code for the state selected.
- The FIPS Code must be consistent with the Zip Code. For example, the FIPS Code for Sacramento County should only be found in family files for families with Sacramento County Zip Codes.

Error messages and solutions:

*801A File Transfer	Message:	Row #: File rejected. The FIPS code is required.
*801A Web Input	Message:	The FIPS code is required.
*801B	Message:	The FIPS code is required.
	Problem:	No FIPS code has been selected from the drop down list. This field must have information selected.
	Solution:	Enter the FIPS code of the family’s residence by entering the correct California county or the correct state (Arizona, Nevada, or Oregon) if the family’s residence is not in California.

*801A File Transfer	Message:	Row #: File rejected. Invalid FIPS code.
	Problem:	Your FIPS code is not in the list of valid values.
	Solution:	Confirm that you have entered a valid FIPS code.

FAQs about the Federal Information Processing Standards (FIPS) Code:

Question:

What is a FIPS code and how do I find it?

Answer:

FIPS stands for Federal Information Processing Standards. In California, FIPS codes are assigned by county. If you know the name of the county, you can find FIPS code on the web site maintained by the National Institute of Standards and Technology at <http://www.itl.nist.gov/fipspubs/co-codes/ca.txt>.

For residents of contiguous states, the FIPS code is the two-digit state code followed by 3 zeroes. For Nevada residents, use "32000." For Oregon residents, use "41000." For Arizona residents, use "04000."

Family Start Date

The Family Start Date is the actual date on which the family began receiving CDD-subsidized services through your agency. This date is used by CDE to calculate the CDD-800 Annual Aggregate report. This report is a required federal report.

Where to find it:

On the CD-9600 form, look in the space labeled “Initial Subsidized Service Date” in the upper right hand corner of the first page.

Rules and guidelines:

- This information is required.
- Enter the date (month, day, and year) the family began receiving services.
- If the family’s services were interrupted because of an excused absence or because the agency has granted a Limited Term Service Leave, the family is not considered to have been disenrolled. Therefore, when services resume use the **original date** services began for this family with your agency, not the date services resumed.
- If the services were interrupted for other reasons that caused the agency to disenroll the family, and then the family later reenrolls, use the **date when services resumed** as a new Family Start Date.

Example: The Kim family has one child who began receiving subsidized services from Daisy’s Day Care on June 1, 2000. The family requested a Limited Term Service Leave for the months of July and August for a family vacation and the agency approved the Leave request. In accordance with the regulations regarding Limited Term Service Leave (Title 5, Section 18104) the family was not disenrolled. Therefore, the Family Start Date for the Kim family remains June 1, 2000.

Example: The Smith family has two children who began receiving subsidized services on April 1, 2001. The family decided to remove both children from the program for the months of July and August of 2003 for family vacation but the agency did not grant a Limited Term Service Leave. Therefore, the children and family would have been disenrolled effective the last day they attended in June 2003. When the agency re-enrolled the family on September 1, 2003, the Smith family would have a new Family Start Date of September 1, 2003.

- This date must be before or during the report month and year.

Error messages and solutions:

*801A File Transfer	Message:	Row #: File rejected. The family start date must be on or before the report month.
*801A Web Input	Message:	The family start date must be on or before the report month.
*801B	Message:	The family start date must be on or before the report month.
	Problem:	The family start date is after the report month indicating that the family is being reported in a month that hasn't begun yet.
	Solution:	Confirm that you have entered family start date correctly.

*801A File Transfer	Message:	Row #: File rejected. Invalid family start date.
	Problem:	You have entered an invalid or incomplete date.
	Solution:	Enter a valid date.

*801A File Transfer	Message:	Row #: File rejected. The family start date is required.
	Problem:	The family start date is blank.
	Solution:	Enter the family start date.

*801A Web Input	Message:	The family start month is required.
*801B	Message:	The family start month is required.
	Problem:	No month was selected from the drop down list.
	Solution:	Select the month from the drop down list (January-December).

*801A Web Input	Message:	The family start day is required.
*801B	Message:	The family start day is required.
	Problem:	No day was selected from the drop down list.
	Solution:	Select the day from the drop down list (1-31).

*801A Web Input	Message:	The family start year is required.
*801B	Message:	The family start year is required
	Problem:	No year was selected from the drop down list.
	Solution:	Select the year from the drop down list.

FAQs about the Family Start Date information:

Question:

I don't know the Family's Start Date. Where can I find it?

Answer:

If this is a new family, the CD-9600 form should have the date in the space labeled "Initial Subsidized Service Date." If this is not a new family and the most current CD-9600 form does not have the date on it, check the family file for an earlier form. Unless it has been purged from the files, the first CD-9600 for that family should have the date. Another place to look is the original Notice of Action given to the family when they were first determined eligible for services.

Is the Head-of-Household Single? (CDD-801B only)

The "Is the Head-of-Household Single?" information indicates whether:

- Only one person living in the household is legally and/or financially responsible for the child or children receiving child care services

Or

- The case is a foster care case (family of one).

Where to find it:

On the CD-9600 form, look in the space labeled "If you are a single parent/caretaker, check this box" in the title area of Section I-A-"Family Identification."

Special instructions for foster care children: On the CD-9600 form, confirm that the box labeled "Foster Parent" is checked under the "Relationship to Child" area of Section V. "Certification and Signature of Parent/Caretaker."

Rules and guidelines:

- This information is required.
- There are only four possible choices:
 - Yes** – Only one person is legally and/or financially responsible for the child or children receiving child care services.
 - No** – More than one person is legally and/or financially responsible for the child or children receiving child care services.
 - Foster Care Child** – The child (or children) is (are) in foster care and is (are) considered a separate family.
 - Unavailable** – The information is missing or unknown. It is highly unlikely that this option would be selected since the information is on the CD9600 form.

Error messages and solutions:

*801B	Message:	The information for "Is the Head-of-Household Single?" is required.
	Problem:	No selection has been made from the "Is the Head-of-Household Single?" drop down list. This field must have information selected.
	Solution:	Select the correct "Is the Head-of-Household Single?" information (Yes, No, Foster Care Child, or Unavailable).

FAQs about Is the Head-of-Household Single?:

Question:

The "Head of Household" is a foster child. How do I answer the question, "Is the Head of Household Single?"

Answer:

Select "Foster care child" from the drop down box.

Monthly Child Care Family Fee (CDD-801B only)

The Monthly Child Care Family Fee is the total monthly dollar amount the family was required to pay during the report month for subsidized child care services. This fee is based on the Child Development Family Fee Schedule in effect during the report month.

Where to find it:

- On the CD-9600 form, look in the spaces labeled “A. Daily Fee (if any)” and “B. Hourly Fee (if any)” in Section VI “Family Fee.”
Important: the CD-9600 form records daily and hourly fees. Use these fees to calculate the **monthly** child care family fee. Multiply the number of days of care in the report month times the daily fee or the number of hours of care in the report month times the hourly fee as appropriate if no record of the actual monthly fee is available.
- On the CDE Notice of Action (CD-7617 form), look in the spaces labeled “Family Fee,” “Hourly,” “Part-time daily” and “Full-time daily” in the section “Part II Child Information.”
Note: Check to see if the family has a subsequent Notice of Action on file (not the initial notice) that applies to the report month/year (i.e., completed on or before the report month as indicated by the Effective Date of Action). If such a Notice of Action is on file, enter the updated information.
Important: The CD-7617 form records the hourly and daily fees. Use these fees to calculate the **monthly** child care family fee.

Note: Agencies should have a record of the actual fee that was charged for the report month. The location of this will vary from agency to agency.

Rules and guidelines:

- This information is required.
- The maximum length of this field is 4 numbers.
- Enter numbers only, do not enter a dollar sign (\$) or decimal point.
- Round the total monthly child care family fee to the nearest whole dollar. Do not enter cents.
- This fee must be zero (0) if the family income is less than 50 percent of the State Median Income level.
- The total monthly child care family fee should not exceed the full time daily rate for the family size and income multiplied by the number of days in the report month.

Error messages and solutions:

*801B	Message:	A valid Monthly Child Care Family Fee must contain only whole numbers
	Problem:	You have entered a Monthly Child Care Family Fee that contains symbols, or has not been rounded to the nearest whole dollar. A valid Monthly Family Child Care Fee contains only whole numbers. The system will not save entries that contain letters, symbols, or decimal points.
	Solution:	Confirm that you have entered the Monthly Child Care Family Fee correctly (whole number with no decimal point or dollar sign).

*801B	Message:	A valid Monthly Child Care Family Fee must contain only numbers.
	Problem:	You have entered a Monthly Child Care Family Fee that contains letters. A valid Monthly Family Child Care Fee contains only numbers. The system will not save entries that contain letters, symbols, or decimal points.
	Solution:	Confirm that you have entered the Monthly Child Care Family Fee correctly (whole number with no decimal point or dollar sign).

*801B	Message:	The Monthly Child Care Family Fee is required.
	Problem:	The Monthly Child Care Family Fee is required. This field must have information even if the family does not pay a fee. If the family does not pay a fee, enter a zero (0).
	Solution:	Enter the Monthly Child Care Family Fee.

*801B	Message:	The Monthly Family Income is below 50% of the State Median Income. The Monthly Child Care Fee for this family should be zero (0). Are you sure you entered this correctly?
	Problem:	Families who have a family income less than 50% of the State Median Income do not pay a fee for child care.
	Solution:	Confirm that the family income is less than 50% of the State Median Income. Confirm that the Monthly Child Care Fee is zero (0).

*801B	Message:	The fee should not exceed full time rate for the family size and income times the number of days in report month.
	Problem:	The Monthly Child Care Family Fee you entered is too high. It is more than the full time rate for a family (with this income and size) multiplied by the number of days in the report month.
	Solution:	Confirm that you have entered the Monthly Child Care Fee correctly. Confirm that you have entered the family size correctly. Confirm that you have entered the family income correctly.

FAQs about the Monthly Child Care Family Fee:

Question:

Should I include the family co-pay when I enter this monthly family fee?

Answer:

No.

Question:

One of our families was supposed to pay \$100 for the report month, but the family only paid us (the agency) \$45. What amount do I enter?

Answer:

If the required family fee was \$100, then you should enter \$100 into the system. You must report the required family fee, whether or not it was actually paid.

Question:

The family fee is "0." Should I leave the space blank, or put in a "0"?

Answer:

You must enter a "0."

Month and Year Child Care Assistance Began (CDD-801B only)

The Month and Year Child Care Assistance Began is the two-digit month and four-digit year in which the family began receiving subsidized child care services through your agency.

Where to find it:

On the CD-9600 form, look in the space labeled “Initial Subsidized Service Date” in the upper right hand corner of the first page.

Rules and guidelines:

- This information is required.
- Enter only the month and year; do not enter the day.
- If child care services were interrupted for **less than three months** because of reasons such as illness or vacation, select the **original** month and year assistance began with your agency, not the month and year services resumed.
- If child care services were interrupted for **three months or more**, select the month and year when the family **resumed** child care services, not the original month and year assistance began with your agency.

Example: *Kim started child care in April 1998. Kim did not have child care in June, July, or August because of summer vacation. Kim returned to child care in September 1998.*

You must select September 1998 on the system because that was the date Kim resumed child care after a break of three months.

- This date must be before or during the report month and year.
- The system requires confirmation of this date if it is before the birth date of the oldest child reported on this CD-801B currently receiving subsidized child care services although it is possible that the family may have older children no longer receiving services or non-federally or general child care (GCTR) subsidized older children who are not reported on this CD-801B. Those eligible children may have been receiving services at the time of the entered “Initial Subsidized Service Date.”

Error messages and solutions:

*801B	Message:	Year child care assistance began is required.
	Problem:	No year has been selected from the drop down list. This field must have information selected.
	Solution:	Select the year child care assistance began for this family.

*801B	Message:	Month child care assistance began is required.
	Problem:	No month has been selected from the drop down list. This field must have information selected.
	Solution:	Select the month child care assistance began for this family.

*801B	Message:	The Month and Year Child Care Assistance Began must be on or before the report month.
	Problem:	The Month and Year Child Care Assistance Began is after the report month.
	Solution:	Confirm that you have entered Month and Year Child Care Assistance Began information correctly.

*801B	Message:	The Month and Year Child Care Assistance Began is before the birth date of the oldest child listed for this family. Are you sure?
	Problem:	The Month and Year Child Care Assistance Began is before the birth date of the oldest child listed for this family on this CDD-801B report. This is not necessarily an error. The family may have an older child who is no longer receiving services or who is not reported on this CDD-801B because he/she is not receiving federally subsidized or general child care (GCTR) child care.
	Solution:	Confirm that you have entered the Month and Year Child Care Assistance Began correctly.

FAQs about the Year and Month Child Care Assistance Began:

Question:

I don't know the month and year that child care assistance began. Someone forgot to write it on the CD-9600. What should I do?

Answer:

Check you attendance records to determine when assistance began.

Monthly Family Income (CDD-801B only)

The Monthly Family Income is the total adjusted gross monthly income used in determining family eligibility. This is verified income.

Where to find it:

On the CD-9600 form, look in the space labeled “A. Family Monthly Income” in Section III “Family Adjusted Gross Monthly Income and Size.”

Rules and guidelines:

- This information is required.
- The maximum length of this field is 5 numbers.
- Enter numbers only; do not enter a dollar sign (\$) or decimal point
- Round the Monthly Family Income to the nearest whole dollar. Do not enter cents.
- In Child Protective Services (CPS) cases, where income is not an eligibility factor, enter 0 (zero) and make a note in the Comments section that this is a CPS case where income is not an eligibility factor.
- The Monthly Family Income must be consistent with the applicable Child Development Family Fee Schedule and the response to “Above 75% of State Median Income Level.”
- The Monthly Family Income must be greater than the amount entered for “Monthly Child Care Fee” unless both are 0 (zero).
- The Monthly Family Income cannot be greater than 100% of the State Median Income Level on the applicable Child Development Family Fee Schedule because this would indicate the family is not eligible for services.

Error messages and solutions:

*801B	Message:	The Monthly Family Income is required.
	Problem:	The Monthly Family Income is required. This field must have information.
	Solution:	Enter the Monthly Family Income.

*801B	Message:	A valid Monthly Family Income must contain only whole numbers.
	Problem:	You have entered a Monthly Family Income that contains letters, symbols, or has not been rounded to the nearest whole dollar. A valid Monthly Family Income contains only whole numbers. The system will not save an entry with letters, symbols, or decimal points.
	Solution:	Confirm that you have entered the Monthly Family Income correctly.

*801B	Message:	The Monthly Family Income is \$0. Are you sure?
	Problem:	The Reason for Child Care is not Child Protective Services. The Monthly Family Income is zero (0). In Child Protective Services cases, where income is not an eligibility factor, the income might be zero (0). However, when a different Reason for Child Care has been selected, the income is usually more than zero (0).
	Solution:	Confirm that you have entered the Monthly Family Income correctly. Confirm that you have entered the correct Reason for Child Care.

*801B	Message:	The Monthly Family Income should be greater than the Monthly Child Care Fee.
	Problem:	The Monthly Family Income must be larger than the Monthly Child Care Fee, unless both are zero (0).
	Solution:	Confirm that you have entered the Monthly Family Income correctly. Confirm that you have entered the Monthly Child Care Fee correctly.

*801B	Message:	The Monthly Family Income is more than 100% of the State Median Income. Are you sure? 100% of the State Median Income is the maximum income amount for eligibility.
	Problem:	Families who have a family income more than 100% of the State Median Income are not eligible for child care assistance.
	Solution:	Confirm that you have entered the Monthly Family Income correctly.

*801B	Message:	At least one source of income has been identified in Family Income Sources or TANF/CalWORKs, but the Monthly Family Income is \$0. Are you sure?
	Problem:	The Monthly Family Income is zero (0). The family receives income from either a Family Income Source or is a TANF/CalWORKs Aid Recipient. If the family has a source of income, the income should be more than zero (0) if any of these sources was used to determine eligibility.
	Solution:	Confirm that you have entered the Monthly Family Income correctly. Confirm that you have entered the Family Income Source(s) correctly. Confirm that you have entered TANF/CalWORKs information correctly.

*801B	Message:	Monthly Family Income is inconsistent with Family Fee Schedule and Element "Greater than 75% of State Median Income" response.
	Problem:	Monthly Family Income cannot be greater than 75% of State Median Income if Element "Greater than 75% of State Median Income" is "No."
	Solution:	Confirm that you have entered Monthly Family Income correctly. Confirm that you have entered "Greater than 75% of State Median Income" correctly.

*801B	Message:	Monthly Family Income is inconsistent with Element: Greater than 75% of State Median Income.
	Problem:	Monthly Family Income cannot be less than 75% of State Median Income if Element "Greater than 75% of State Median Income" is "Yes."
	Solution:	Confirm that you have entered Monthly Family Income correctly. Confirm that you have entered "Greater than 75% of State Median Income" correctly.

FAQs about the Monthly Family Income:

Question:

The monthly family income for a particular family is greater than or more than 100 percent of the State median income. This is actually a full-cost family. How should I answer this question?

Answer:

The families for the CDD-801B data reports were taken directly from the CDD-801A your agency filed with us. If a full cost family was listed in error on your CDD-801A, then you must exclude that family and select "full cost family" from the "Reasons to exclude," and then click on "exclude."

Question:

What do I do if the family had several income changes in the report month?

Answer:

Use the last reported income for the report month (the last adjustment for your report month).
The income should match the income used to determine the family fee.

Family Size (CDD-801B only)

The Family Size is the number of members of the family receiving subsidized child care services. This is the number that was used to determine eligibility. This is the number of adults and children related by blood, marriage, or adoption who comprise the household in which the child(ren) receiving child care assistance live(s).

Where to find it:

On the CD-9600 form, look in the space labeled “C. Family Size” in Section III “Family Adjusted Gross Monthly Income and Size.”

Note: On the CD-9600 form, family size includes:

- All parent(s)/caretaker(s) listed in Section I – A and B
- All children named in Section IV “Data on Children”
- All additional adults and children listed on a second CD-9600 form.

Rules and guidelines:

- This information is required.
- The maximum length of this field is two numbers.
- Enter numbers only.
- ***Special instructions for foster care children:*** This is the number of sibling foster care children residing in this family.

Error messages and solutions:

*801B	Message:	The Family Size is required.
	Problem:	The Family Size field is blank, or you have entered a letter, symbol, or decimal point. This field must have information. The system will not save an entry with letters, symbols, or decimal points.
	Solution:	Enter Family Size correctly.

*801B	Message:	The Family Size is #. Are you sure?
	Problem:	The Family Size is more than 7. This is unusually large. The system is checking to make sure that the correct Family Size has been entered.
	Solution:	Confirm that you have entered Family Size correctly.

*801B	Message:	Family size must be greater than 1 if child is not a Foster Care child.
	Problem:	Family Size is 1, and the case is not a Foster Care case. For non-Foster Care cases, both the parent/caretaker(s) and child(ren) receiving assistance must be included.
	Solution:	Confirm that you have entered Family Size correctly. Confirm that you have entered “Is the Head-of-Household Single” correctly.

*801B	Message:	Family size must be at least 1.
	Problem:	You have entered “0” (zero). This is not a valid size. A family must have at least one person.
	Solution:	Enter the correct Family Size. If children were not receiving federally or general child care (GCTR) subsidized care in the report month, the family should be excluded. Select the appropriate reason for exclusion from the drop down list above the Head-of-Household name.

FAQs about the Family Size:

Question:

For a foster child, what do I put for family size?

Answer:

If there is only one foster care child, then it is a family of one. If there were sibling foster care children, the family size would be the number of foster siblings residing in this family.

Family Income Sources (CDD-801B only)

The Family Income Sources describe the source(s) of the family income whether or not they were used to determine eligibility. Exception: If this is a Child Protective Services Case and income was not used to determine eligibility, select “No” as the response to all six of the listed income sources.

Note: The Family Income Sources listed here, together with the response to “TANF/CalWORKS Cash Aid Recipient,” will capture all income sources for the family.

Where to find it:

On the CD-9600 form, look in the space labeled “B. Family Income Sources” in Section III “Family Adjusted Gross Monthly Income and Size.”

Rules and guidelines:

- This information is required for **each** income source listed.
- There are six income sources:
 - A. Employment
 - B. State-only CalWORKs (alien or two parent) *Note:* If the family is a two-parent CalWORKs family and the report month is October 1999 or after, the family is receiving CalWORKs under the state-only two-parent program, even if this is not entered on the CD-9600.
 - C. Housing Voucher
 - D. Food Stamps
 - E. Other Federal Case Assistance (e.g., SSI, Social Security)
 - F. Other Income Source *Note:* Include child support payments in this category. Do not include federal TANF/CalWORKs here since this already was entered under a different question.
- For each of these sources, there are only three possible choices:
 - Yes – The family received income from this source.
 - No – The family did not receive any income from this source, or this is a CPS case where income was not used to determine eligibility. If this is a CPS case, note that in the Comments section.
 - Unavailable – The information is missing or unknown. It is highly unlikely that this option would be selected.

Error messages and solutions:

*801B	Message:	The Family Income Sources are required. (Yes, No, or Unavailable for each source)
	Problem:	At least one Family Income Source has not had a response (Yes, No, or Unavailable) selected from the drop down list. This field must have information.
	Solution:	For each Family Income Source, select a response (Yes, No, or Unavailable).

*801B	Message:	All family Income Sources are “No” including TANF/CalWORKs (in separate question), but the Monthly Family Income is more than \$0. Are you sure?
	Problem:	The Monthly Family Income is more than zero (0). No source of family income has been selected from the Family Income Sources, and the family is not a TANF/CalWORKs Aid Recipient. At least one source of income must be identified in Family Income Sources or TANF/CalWORKs, or Family Income must be zero. If the family has an income amount, it has an income source.
	Solution:	Confirm that you have entered the Monthly Family Income correctly. Confirm that you have entered the Family Income Sources correctly. Confirm that you have entered TANF/CalWORKs information correctly.

FAQs about the Family Income Sources:

Question:

I have a family where the mother, who is in training, receives child support from a previous marriage and the current husband is working. Which family income source do I enter?

Answer:

You would enter all income sources: "yes" for "employment" and "yes" for "other income sources."

Child's Last Name

The Child's Last Name is the last name (family name) of the child receiving CDD-subsidized child care services.

(CDD-801B only) *Note:* Agencies should only report the children who receive subsidized child care in the report month under 1) federal program codes/contracts (contract types that begin with F) or 2) the general center-based program code/contract (GCTR). Do not include children whose care was subsidized 100% by another agency.

Where to find it:

On the CD-9600 form, look in the space labeled "(1) Full Name of Child Including Middle Initial" in Section IV "Data on Children."

Rules and guidelines:

- This information is required.
- The minimum length of this field is 2 characters. The maximum length of this field is 50 characters.
- If the child did not receive CDD-subsidized child care in the report month, do not include her/him.
- ***Special instructions for foster care children:*** If this is a foster care case, the first and last names of the oldest child receiving CDD-subsidized child care services must be the same as the head-of-household's first and last names.

Error messages and solutions:

*801A File Transfer	Message:	Row #: File rejected. The child's last name must be more than one character long.
*801A Web Input	Message:	The child's last name must be more than one character long.
	Problem:	The child's last name is one character long.
	Solution:	Enter a child's last name that is at least two characters long.

*801A File Transfer	Message:	Row #: File rejected. The child's last name is required.
*801A Web Input	Message:	The child's last name is required.
	Problem:	You have left the field blank.
	Solution:	Enter the child's last name.

*801A File Transfer	Message:	Row #: File rejected. The child's last name must contain only letters, hyphens, spaces, and apostrophes.
*801A Web Input	Message:	The child's last name must contain only letters, hyphens, spaces, and apostrophes.
	Problem:	You have entered invalid characters in the last name field.
	Solution:	Remove the invalid characters and confirm that you have entered the last name correctly.

*801A File Transfer	Message:	Row #: File Rejected. The child's last name and first name already exist for this family for this report month/year.
*801A Web Input	Message:	The child's last name and first name already exist for this family for this report month/year.
*801B	Message:	The child's last name and first name already exist for this family for this report month
	Problem:	A child with this last name and first name already exists for this family. The system will not accept a duplicate child.
	Solution:	Confirm that you have entered the first and last name correctly. Confirm that a duplicate child does not exist. Delete duplicate child.

*801B	Message:	The child's last name is mandatory. A valid name must have at least 2 characters. You must enter the last name or exclude the child from the CDD-801B report.
	Problem:	You have left the field blank or have entered a last name that is only one character. A name must be at least two characters long. This field must have information. The system will not save data about a child without a valid first and last name.
	Solution:	Confirm that you have entered the last name correctly. If the last name is not available, you must exclude the child from the CDD-801B report.

*801B	Message:	This is a foster care case. The Head-of-Household last name must be the same as the last name of the oldest foster child receiving child care.
	Problem:	According to the response to "Is this Head-of-Household Single?" this is a foster care case. Therefore, the Head-of-Household must be the oldest Foster Care Child receiving child care. The Head-of-Household Last Name is different from the last name of the oldest foster child receiving care. For a foster care case, the Head-of-Household Last Name must be the same as the oldest child's last name.
	Solution:	Confirm that you have entered the Head-Of-Household last name correctly. Confirm that you have entered the oldest child's last name correctly. Confirm that you have entered Element "Is this Head-of-Household Single?" correctly.

FAQs about the Child's Last Name:

Question:

The child's first and last name is the same as the "Head of Household." Will this come up as an error?

Answer:

No. But be sure that you are not listing the child as the "Head of Household," ***unless the child is a foster care child.*** See special instructions for foster care children in the data definitions and instructions under Child's First Name or Child's Last Name.

Child's First Name

The Child's First Name is the first name of the child receiving CDD-subsidized child care services.

(CDD-801B only) *Note:* Agencies should only report the children who receive subsidized child care in the report month under 1) federal program codes/contracts (contract types that begin with F) or 2) the general center-based program code/contract (GCTR). Do not include children whose care was subsidized 100% by another agency.

Where to find it:

On the CD-9600 form, look in the space labeled "(1) Full Name of Child Including Middle Initial" in Section IV "Data on Children."

Rules and guidelines:

- This information is required.
- The minimum length of this field is 2 characters. The maximum length of this field is 50 characters.
- If the child did not receive CDD-subsidized child care in the report month, do not include her/him.
- ***Special instructions for foster care children:*** If this is a foster care case, the first and last names of the oldest child receiving CDD-subsidized child care services must be the same as the head-of-household's first and last names.

Error messages and solutions:

*801A File Transfer	Message:	Row #: File rejected. The child's first name must be more than one character long.
*801A Web Input	Message:	The child's first name must be more than one character long.
	Problem:	The child's first name is only one character long.
	Solution:	Enter a child's first name that is at least two characters long.

*801A File Transfer	Message:	Row #: File rejected. The child's first name is required.
*801A Web Input	Message:	The child's first name is required.
	Problem:	The child's first name is blank.
	Solution:	Enter the child's first name.

*801A File Transfer	Message:	Row #: File rejected. The child's first name must contain only letters, hyphens, spaces, and apostrophes.
*801A Web Input	Message:	The child's first name must contain only letters, hyphens, spaces, and apostrophes.
	Problem:	You have entered invalid characters in the first name field.
	Solution:	Remove the invalid characters and confirm that you have entered the first name correctly.

*801A File Transfer	Message:	Row #: File Rejected. The child's last name and first name already exist for this family for this report month/year.
*801A Web Input	Message:	The child's last name and first name already exist for this family for this report month/year.
*801B	Message:	The child's last name and first name already exist for this family for this report month.
	Problem:	A child with this last name and first name already exists for this family. It appears that information is being duplicated.
	Solution:	Confirm that you have entered the first and last name correctly. Confirm that a duplicate child does not exist. Delete or exclude the duplicate child.

*801B	Message:	The child's first name is mandatory. A valid name must have at least 2 characters. You must enter the first name or exclude the child from the CDD-801B report.
	Problem:	You have left the field blank or have entered a first name that is only one character. A name must be at least two characters long. This field must have information. The system will not save data about a child without a valid first and last name.
	Solution:	Confirm that you have entered the first name correctly. If the first name is not available, you must exclude the child from the CDD-801B report.

*801B	Message:	This is a foster care case. The Head-of-Household first name must be the same as the first name of the oldest foster child receiving child care.
	Problem:	According to the response to "Is this Head-of-Household Single?" this is a foster care case. Therefore, the Head-of-Household must be the oldest Foster Care Child receiving child care. The Head-of-Household First Name is different from the first name of the oldest foster child receiving care. For a foster care case, the Head-of-Household First Name must be the same as the oldest child's first name.
	Solution:	Confirm that you have entered the Head-Of-Household first name correctly. Confirm that you have entered the oldest child's first name correctly. Confirm that you have entered Element "Is this Head-of-Household Single?" correctly.

FAQs about the Child's First Name:

Question:

The child's first and last name is the same as the "Head of Household." Will this come up an error?

Answer:

No. But be sure that you are not listing the child as the "Head of Household," ***unless the child is a foster care child.*** See special instructions for foster care children in the data definitions and instructions under Child's First Name or Child's Last Name.

Child's Middle Initial

The Child's Middle Initial is the middle initial of the child receiving CDD-subsidized child care services.

Where to find it:

On the CD-9600 form, look in the space labeled "(1) Full Name of Child Including Middle Initial" in Section IV "Data on Children."

Rules and guidelines:

- This information is optional. Enter if available.
- The maximum length of this field is 1 character.
- Do not enter a period after the middle initial.

Error messages and solutions:

*801A File Transfer	Message:	Row #: File rejected. A valid middle initial must be one letter.
*801A Web Input	Message:	A valid middle initial must be one letter.
*801B	Message:	A valid middle initial must be one letter.
	Problem:	You have a period (.) or more than one letter in the middle initial field. A period (.) is not a valid middle initial. More than one letter is not a valid middle initial.
	Solution:	Delete the period (.) or extra letter(s) from the middle initial. Leave this blank if there is no middle initial; the middle initial is optional.

FAQs about the Child's middle initial:

Question:

I don't know the middle initial for the child. S/he doesn't have one.

Answer:

If you don't know the middle initial for the child, leave it blank. Although this is an optional field, if you know the middle initial for the child, we advise you use it because there are so many duplicate names. It is a way for your agency to distinguish families and children, and for CDE to do the same across agencies.

Child's Ethnicity (CDD-801B only)

The Child's Ethnicity indicates whether the child receiving child care services is of Hispanic or Latino origin. Ethnicity is in addition to race.

Where to find it:

On the CD-9600 form, look in the space labeled "(5) Ethnicity" in Section IV "Data on Children." Y= "Yes" and N= "No" on the CD-9600.

Rules and guidelines:

- This information is required.
- "Unavailable" must be selected if the family did not provide this information.
- There are only three possible choices:
 - Yes** – The child is of Hispanic or Latino origin.
 - No** – The child is not of Hispanic or Latino origin.
 - Unavailable** – The child's ethnicity is missing or unknown. *Note:* Families are not required to provide ethnicity.

Error messages and solutions:

*801B	Message:	The child's ethnicity is required.
	Problem:	The child's ethnicity is blank.
	Solution:	Enter the child's ethnicity. (Yes, No, or Unavailable)

FAQs about the Child's Ethnicity information:

Question:

I don't know the ethnicity and race of the child; the parents refused to answer. What should I do?

Answer:

If the parent did not provide this information on the 9600, you must select "Unavailable" from the drop down box for ethnicity and each race option. Do not guess.

Child's Race (CDD-801B only)

The Child's Race indicates the race of the child receiving child care services.

Where to find it:

On the CD-9600 form, look in the space labeled "(6) Race" in Section IV "Data on Children." See code below.

Rules and guidelines:

- This information is required.
- "Unavailable" must be selected if the family did not provide this information.
- At least one race category should be "Yes." Select all race categories that apply.
- There are five race categories:
 - * **American Indian or Alaska Native [1 on CD-9600]**
 - * **Asian [2 on CD-9600]**
 - * **Black or African American [3 on CD-9600]**
 - * **Native Hawaiian or other Pacific Islander [4 on CD-9600]**
 - * **Caucasian [5 on CD-9600]**
- For each of these race categories, you must enter one of the three possible choices:
Yes
No
Unavailable – The information is missing or unknown. *Note:* Families are not required to provide race.

Error messages and solutions:

*801B	Message:	The child's race is required. (Yes, No, or Unavailable)
	Problem:	For the indicated race category, no selection (Yes, No, or Unavailable) was made. A selection is required for each race category.
	Solution:	Select Yes, No, or Unavailable for the indicated race category.

FAQs about the Child's Race information:

Question:

I don't know the ethnicity and race of the child; the parents refused to answer. What should I do?

Answer:

If the parent did not provide this information on the 9600, you must select "Unavailable" from the drop down box for ethnicity and each race option. Do not guess.

Child's Gender (CDD-801B only)

The Child's Gender indicates whether the child receiving child care services is female or male.

Where to find it:

On the CD-9600 form, look in the space labeled "(2) Sex" in Section IV "Data on Children." (M= Male, F= Female)

Rules and guidelines:

- This information is required.
- There are only three possible choices:
Male
Female
Unavailable – The child's gender is not recorded.

Error messages and solutions:

*801B	Message:	The child's gender is required.
	Problem:	No selection for the child's gender was made from the drop down list.
	Solution:	Select the child's gender from the drop down list.

FAQs about the Child's Gender information:

Question:

I don't know the child's gender. The box was not checked on the CD-9600 form, and I can't tell by the name. What should I do?

Answer:

If you don't know the child's gender, select "Unavailable" from the drop down box.

Child's Date of Birth

The Child's Date of Birth is the month, day, and year the child receiving CDD-subsidized child care services in the report month was born.

Where to find it:

On the CD-9600 form, look in the space labeled “(3) Birth Date” in Section IV “Data on Children.”

Rules and guidelines:

- This information is required.
- Select the month, day, and year the child was born from the drop down list boxes.
- The child's date of birth must be on or before the report month.

Error messages and solutions:

*801A File Transfer	Message:	Row #: File rejected. The child's date of birth must be on or before the report month.
*801A Web Input	Message:	The child's date of birth must be on or before the report month.
*801B	Message:	The child's date of birth must be on or before the report month.
	Problem:	The child's date of birth is after the report month indicating that the child hadn't been born by the month he/she received child care in.
	Solution:	Confirm that you have entered child's date of birth correctly.

*801A File Transfer	Message:	Row #: File rejected. Invalid child's date of birth
	Problem:	You have entered an invalid or incomplete date.
	Solution:	Enter a valid date.

*801A File Transfer	Message:	Row #: The child's date of birth is required.
	Problem:	The child's date of birth is blank.
	Solution:	Enter the child's date of birth.

*801A File Transfer	Message:	Row #: File rejected. The Child's Date of Birth exceeds the age limit for the program type.
	Problem:	You have entered a child whose age is out of range for the program type, and you have not indicated that this child has an active IEP in the family file to justify services to a child older than this program type allows.
	Solution:	Verify that the child's date of birth is entered correctly. If the child's date of birth is entered correctly and the child is being served because the family file contains an active IEP verifying that the child has exceptional needs, you must enter a "Y" in the "Exceeds Age for Program Type – Has IEP" field.

*801A Web Input	Message:	The Child's Date of Birth exceeds the age limit for the program type.
	Problem:	You have entered a child whose age is out of range for the program type, and you have not indicated that this child has an active IEP in the family file to justify services to a child older than this program type allows.
	Solution:	Verify that the child's date of birth is entered correctly. If the child's date of birth is entered correctly and the child is being served because the family file contains an active IEP verifying that the child has exceptional needs, you must check the "Exceeds Age for Program Type – Has IEP" box.

*801A Web Input	Message:	The child's month of birth is required.
*801B	Message:	The child's month of birth is required
	Problem:	No child's month of birth was selected from the drop down list.
	Solution:	Select the child's month of birth from the drop down list (January-December).

*801A Web Input	Message:	The child's day of birth is required.
*801B	Message:	The child's day of birth is required
	Problem:	No child's day of birth was selected from the drop down list.
	Solution:	Select the child's day of birth from the drop down list (1-31).

*801A Web Input	Message:	The child's year of birth is required.
*801B	Message:	The child's year of birth is required
	Problem:	No child's year of birth was selected from the drop down list.
	Solution:	Select the child's year of birth from the drop down list.

FAQs about the Child's Date of Birth information:

Question:

I don't have the child's date of birth. What should I do?

Answer:

You must enter the child's date of birth. If you can't find it on the CD-9600 form, then check other records for the child, such as the immunization record.

Exceeds Age for Program Type – Has IEP

Different program types have different upper age limits in accordance with Funding Terms and Conditions, statutes, and regulations. However, this age limit can be exceeded if the child has exceptional needs as described in *Education Code* Section 8208(l). Specifically, a child who is otherwise eligible for services may be served until age 21 if he/she has an active individualized education program (IEP) and is receiving appropriate special education and services. The “Exceeds Age for Program Type – Has IEP” data element allows an agency to verify that an otherwise over-age child is being served because the family file contains an active IEP.

Where to find it:

Required exceptional needs documentation should be in the family file. Documentation must include a copy of an active individualized education program (IEP).

Rules and guidelines:

Children exceeding the age limit of the program funding their care must meet the definition of children with exceptional needs as indicated above.

To indicate these children have met the definition of children with exceptional needs, follow the steps below:

- For agencies who submit an electronic file, the file must include this field.

For children who exceed the age limit of the program funding their care because they meet the definition of children with exceptional needs as indicated above, the field should contain a “Y.”

For children whose age does not exceed the limit of the program funding their care, the field can contain either “N” or blank/null. For children with active IEPs, the field may also contain “Y.”

- For agencies using Web input/edit, check the box for “Exceeds Age for Program Type – Has IEP” to indicate this child’s age exceeds the age limit of the program funding their care and meets the definition as described above.

Error messages and solutions:

*801A File Transfer	Message:	Row #: File rejected. Invalid data.
	Problem:	The information can only contain “Y,” “N,” or null/blank.
	Solution:	Confirm that you have entered a valid code.

FAQs about the Exceeds Age for Program Type – Has IEP information:

Question:

How do I know if the child meets the definition of exceptional needs?

Answer:

The family file will contain a copy of an active IEP.

Question:

What if the family file does not contain an active IEP?

Answer:

Appropriate staff in the agency must be immediately notified that the family file does not contain required documentation to support the enrollment of the child.

Question:

My agency submits electronic files, and even though the child is currently not over age, he has an active IEP. Can I put a "Y" in the file now, or must I put a "N" or leave it null/blank until he reaches the normal age limit for the program type?

Answer:

Regardless of age, if the child has an active IEP, you may enter "Y." However, because an IEP must be renewed at least annually, when the child does become over age for the program type it will be important to verify that there is still an active IEP in the family file.

CHILD START DATE

The Child Start Date is the actual date on which the child began receiving CDD-subsidized services through your agency. This date is used by CDE to calculate the CDD-800 Annual Aggregate report. This report is a required federal report.

Where to find it:

The documentation for when a child begins receiving services should be in the family file. This date should be found on a Notice of Action but may be found in other documents as well.

Rules and guidelines:

- This information is required.
- Enter the date (month, day, and year) the child began receiving subsidized services.
- If the services were interrupted because of an excused absence or because the agency has granted a Limited Term Service Leave, the child is not considered to have been disenrolled. Therefore, when services resume use the **original date** services began for this child with your agency, not the date services resumed.
- If the services were interrupted for other reasons that caused the agency to disenroll the child, and then the child later reenrolls, use the **date when services resumed** as a new Child Start Date.

Example: Joe Kim began receiving subsidized services from Daisy's Day Care on June 1, 2000. His family requested a Limited Term Service Leave for the months of July and August for a family vacation and the agency approved the Leave request. In accordance with the regulations regarding Limited Term Service Leave (Title 5, Section 18104) the family was not disenrolled. Therefore, Joe's Child Start Date remains June 1, 2000.

Example: Suzy Smith began receiving subsidized services on April 1, 2001. Her family decided to remove her from the program for the months of July and August of 2003 for family vacation but the agency did not grant a Limited Term Service Leave. Therefore, Suzy would have been disenrolled effective the last day she attended in June 2003. When the agency re-enrolled her on September 1, 2003, Suzy would have a new Child Start Date of September 1, 2003.

- This date must be before or during the report month and year.
- This date must be on or after the family start date.

Error messages and solutions:

*801A File Transfer	Message:	Row #: File rejected. The child start date must be on or before the report month.
*801A Web Input	Message:	The child start date must be on or before the report month.
*801B	Message:	The child start date must be on or before the report month.
	Problem:	The child start date is after the report month indicating that the child is being reported in a month that hasn't begun yet.
	Solution:	Confirm that you have entered the child start date correctly.

*801A File Transfer	Message:	Row #: File rejected. The child start date must be on or after the family start date.
*801A Web Input	Message:	The child start date must be on or after the family start date.
*801B	Message:	The child start date must be on or after the family start date.
	Problem:	The child start date entered is before the family start date. The child cannot start before the family has started.
	Solution:	Confirm that you have entered child and family start dates correctly.

*801A File Transfer	Message:	Row #: File rejected. Invalid child start date
	Problem:	You have entered an invalid or incomplete date.
	Solution:	Enter a valid date.

*801A File Transfer	Message:	Row #: File rejected. The child start date is required.
	Problem:	The child start date is blank.
	Solution:	Enter the child start date.

*801A Web Input	Message:	The child's start month is required.
*801B	Message:	The child's start month is required
	Problem:	No month was selected from the drop down list.
	Solution:	Select the month from the drop down list (January-December).

*801A Web Input	Message:	The child's start day is required.
*801B	Message:	The child's start day is required
	Problem:	No day was selected from the drop down list.
	Solution:	Select the day from the drop down list (1-31).

*801A Web Input	Message:	The child's start year is required.
*801B	Message:	The child's start year is required
	Problem:	No year was selected from the drop down list.
	Solution:	Select the year from the drop down list.

FAQs about the Child Start Date information:

Question:

I don't know the child's start date. What should I do?

Answer:

You should be able to determine the child's start date by looking in the family file. A Notice of Action may indicate when the child began receiving services. Also check your agency's provider payment records to determine when you began paying for this child's services.

Federal Employment Identification Number (FEIN) (CDD-801A only)

The Federal Employment Identification Number (FEIN) is the unique identification number that the federal government requires for all workers and agencies for tax purposes.

The FEIN is used by CDE to calculate the CDD-800 Annual Aggregate report. This is a required federal report.

For Alternative Payment (AP) Contractors, the FEIN submitted must be the FEIN or Social Security Number of the license-exempt provider, family day care home provider, or center that provided the actual services to the child.

For Center-based Programs and Family Child Care Home Networks, the FEIN is tax identification number of the provider where the child actually receives services. If the child received services in a Family Child Care Home, you must enter the Family Child Care Home provider's FEIN or Social Security Number. If the child received services in a center, you must enter the FEIN of the agency that operates the center.

Where to find it:

For Alternative Payment (AP) Contractors: The agency must have the FEIN in order to make payments to the provider. The agency's payment office will have the provider's FEIN.

For Center-based Programs and Family Child Care Home Networks: The agency's fiscal office will have the center's FEIN and will have the FEIN or Social Security Number of all Family Child Care Home providers who receive payments.

Rules and guidelines:

- This information is required.
- This field must contain exactly 9 numbers. Do not enter hyphens or spaces.
- If the child received CDD-subsidized services from more than one provider in the report month, the FEIN for each provider must be reported.
- For AP contractors, if the provider's FEIN is not yet available enter "222222222" as a temporary FEIN. As soon as you receive the provider's FEIN, update all CDD-801A reports that have been submitted with the temporary FEIN. In this situation, do not provide a new Services Date.
- Change the Services Date when the FEIN changed from the prior reporting month or changed during the month. Use the effective date of the change as the new Services Date. NOTE: When replacing a temporary FEIN with updated information, the Services Date should not be changed.

Error messages and solutions:

*801A File Transfer	Message:	Row #: The Provider FEIN/SSN is required.
*801A Web Input	Message:	The Provider FEIN/SSN is required.
	Problem:	The Provider FEIN/SSN is blank.
	Solution:	Enter the Provider FEIN/SSN.

*801A File Transfer	Message:	Row #: File rejected. Invalid Provider FEIN/SSN
*801A Web Input	Message:	Invalid Provider FEIN/SSN
	Problem:	The Provider FEIN/SSN is not exactly 9 numbers or it contains non-numeric characters.
	Solution:	Enter a valid Provider FEIN/SSN.

FAQs about the Federal Employment Identification Number (FEIN):

Question:

My agency has an AP contract. There are times where we don't yet have complete information on the provider when the 801A is due. What do we do?

Answer:

For this circumstance only, when you are waiting for information from the provider you may enter "22222222" as a temporary FEIN. As soon as you receive the provider's FEIN, update all the 801A reports that have been submitted with a temporary FEIN to reflect the real FEIN.

Question:

My agency has an AP contract. Sometimes we pay the parent for in-home care and don't know the FEIN of the actual provider. What do we do?

Answer:

For this circumstance only, where you will never know information about the provider, you may enter "11111111" for the Provider FEIN/SSN.

Type of Child Care

The Type of Child Care code describes the setting (licensed or licensed exempt category) in which the CDD-subsidized services were provided to the child in the report month. Children may have more than one Type of Child Care in any report month.

Where to find it:

On the CD-9600 form, look in the space labeled “(9) Type of Care Code” in Section IV “Data on Children.”

Rules and guidelines:

- This information is required.
- (CDD-801B only) If the child had more than one CDD-subsidized Type of Child Care in the report month, information on each type that is federally subsidized (contracts beginning with an “F”) or provided under a general child care (GCTR) contract must be reported.
- (CDD-801A only) If the child had more than one CDD-subsidized Type of Child Care in the report month, information on each type must be reported.
- A provider can have more than one Type of Child Care in one report month. (For example, a relative takes care of the child in her own home [07] and in the child's home [05] each week.)
- If a child receives one Type of Child Care in the report month, but it is provided at two different sites (even if it is provided by the same provider), this Type of Child Care must be entered twice.
- If the Type of Care changed from the prior reporting month or changed during the month, use the effective date of the change as the Services Date for the new Type of Care.
- There are only eight possible choices:
 - 02 – Licensed family child care home
 - 03 – Licensed large family child care home
 - 04 – Licensed center-based care
 - 05 – License-exempt in child's home by a relative
 - 06 – License-exempt in child's home by a non-relative
 - 07 – License-exempt outside the child's home by a relative
 - 08 – License-exempt outside the child's home by a non-relative
 - 11 – License-exempt center-based care

Error messages and solutions:

*801A File Transfer	Message:	Row #: File rejected. Invalid Type of Child Care information
	Problem:	The Type of Child Care is not in the list of valid values.
	Solution:	Enter a valid Type of Child Care code..

*801A File Transfer	Message:	Row #: File rejected. You have entered a Type of Child Care. The child's information is required.
*801A Web Input	Message:	You have entered a Type of Child Care. The child's information is required
	Problem:	You have entered a Type of Child Care, but you did not enter all of the following three elements: child's last name, child's first name and child's date of birth.
	Solution:	You must either enter the Type of Child Care and all three elements about the child

*801A File Transfer	Message:	Row #: The Type of Child Care is required.
*801A Web Input	Message:	The Type of Child Care is required
*801B	Message:	The Type of Child Care is required.
	Problem:	No Type of Child Care has been entered.
	Solution:	Enter a valid Type of Child Care. The numbers correspond to the CD-9600 numbers.

*801B	Message:	The Type of Child Care is not valid for a center-based program contract.
	Problem:	The Type of Child Care is 05, 06, 07, or 08 (license-exempt, non-center-based settings). The Program Code for this Type of Child Care is GCTR, FCTR, FHUD or FFCC—all center-based programs. The Type of Child Care code is not valid for a center-based program contract.
	Solution:	Confirm that you have selected the correct Program Code.

Program Code(s)

The Program Code refers to the type of CDD Contract. Program Codes are four character designations. They are part of your agency's contract number. An agency with more than one contract will have a different Program Code for each type of contract.

(CDD-801A only) *Note:* Although most types of child care have a single Program Code (prefix or code), the data entry screen allows you to list up to three different Program Codes for each type of service, if applicable.

(CDD-801B only) Only federal Program Codes (those that begin with F) and the General Child Care Code (GCTR) are included in CDD-801B reports.

(CDD-801B only) *Note:* Although most types of child care have a single Program Code (prefix or code), the data entry screen allows you to list up to three different Program Codes and the hours and payment associated with each type of child care under each Program Code, if applicable.

Where to find it:

On the CD-9600 form, look in the space labeled "(8) Program Code" in Section IV "Data on Children."

Rules and guidelines:

- Only report Program Codes for which your agency has a contract directly with CDD.
- Program Code 1 must contain a valid Program Code (contract prefix or code). Program Code 1 should be the Program Code for the funding source that paid for the greatest amount of services in the month.
- If the child's CDD-subsidized services are paid by more than one Program Code from your agency, then you would report those under Program Code 2 and, if applicable, Program Code 3. A maximum of three different Program Codes may be selected for a Type of Child Care.
- If the Program Code changed from the prior report month, change the Services Date to the date when the program change became effective.
- If the Program Code changed during the month, change the Services Date to the date when the Program Code change became effective. Provide the Program Code that paid for the greatest amount of services as Program Code 1, and the other Program Codes as Program Code 2 (and, if applicable, Program Code 3).
- All Program Codes that paid for CDD-subsidized services during the report month must be reported.
- (CDD-801B only) If the Program Code for the child's type of care does not appear on the list **and** there is only one Program Code for this type of care, then exclude this child's type of care.

Error messages and solutions:

*801A File Transfer	Message:	Row #: File rejected. At least one Program Code is required.
*801A Web Input	Message:	At least one Program Code is required.

	Problem:	All three fields for Program Codes are blank. You must enter at least one Program Code.
	Solution:	Enter at least one Program Code.

*801A File Transfer	Message:	Row #: File rejected. Invalid Program Code
	Problem:	One (or more) of the Program Codes is not in the list of valid codes.
	Solution:	Confirm that all Program Codes are valid.

*801B	Message:	A Program Code is mandatory. You must enter a Program Code or exclude this type of care from the CDD-801B report.
	Problem:	No Program Code or "None of the above" has been selected from the drop down list. Without a Program Code, there is no information that this type of child care is CDD-subsidized and required to be reported on the CDD-801B. If the Program Code is not available, or is not listed in the drop down box, you must exclude this type of care from the CDD-801B report. The system will not save information on a Type of Child Care for which there is no valid Program Code.
	Solution:	Select the Program Code or exclude this type of care.

*801A File Transfer	Message:	Row #: File rejected. The same Program Code cannot be listed more than once for a setting.
*801A Web Input	Message:	The same Program Code cannot be listed more than once for a setting.
	Problem:	You have entered the same Program Code more than once for a setting.
	Solution:	Delete the duplicate Program Code for the setting.

FAQs about Program Codes:

Question:

Why are there three blanks for Program Codes on the report?

Answer:

There are some children who received CDD-subsidized services from more than one contract (i.e., FCTR and GCTR). When you enter the data about those children, you must enter more than one Program Code.

Most children receive CDD-subsidized services under one Program Code. In those cases, you would enter the information under Program Code 1 and leave the remaining two Program Codes blank.

(CDD-801B only)

Question:

On my CDD-801B report, this child is in GPRE State Preschool, and there is no Program Code listed for GPRE. What should I do?

Answer:

You incorrectly reported this child under the GPRE program in the CDD-801A for the corresponding report month. We are only sampling ***federally funded*** programs and general child care (GCTR). State Preschool (GPRES) receives no federal funding. You must exclude this child from the report. If this is the only child receiving subsidized care in the family, you must exclude the family. Also, make sure this error is corrected in the CDD-801A in all other months the child appears so this error does not occur again.

SERVICES DATE

The Services Date is the date on which a child begins receiving services:

- At a specific provider (the person or entity that physically provides the services)
- For a specific type of care
- Subsidized by a particular program type (contract prefix)

When any of the three items listed above changes, the Services Date must reflect the effective date of the change. This date is used to calculate the CDD-800 Annual Aggregate report. This report is a required federal report.

Where to find it:

The most accurate documentation should be located in the agency's provider payment records. Documentation may also be found in the family file.

Rules and guidelines:

- This information is required.
- Enter the date (day, month, and year) services began or changed with a specific provider, in a specific type of care, or under a particular Program Code.
- If there is a change in the provider, the type of care, or the Program Code, enter the date in which the change became effective.
- The Services Date must be on or after the child's start date.
- The Services Date must be during or before the report month/year.
- Refer to the data definitions for Type of Child Care, Program Code, and Federal Employment Identification Number (FEIN) regarding specific instructions about how to identify the Services Date when any of these elements change.

Example 1: Janet Jones has received subsidized child care at Happy Day Care Center since April 1, 1999, three days a week after school. On April 15, 2000, she also began receiving subsidized services from Deanna's Family Day Care Home five days a week before school.

In the April 2000 report month, you would report two provider FEINs for this child - one for Happy Day Care Center (along with the type of care and Program Code) and one for Deanna's Family Day Care Home (along with the type of care and program code). The Services Date for Happy Day Care would remain April 1, 1999. The Services Date for Deanna's Family Day Care Home would be April 15, 2000.

Example 2: George Jones began receiving subsidized child care at Happy Day Care Center on February 15, 2002. George's last day at Happy Day Care Center was April 11, 2002, and the next day, April 12, 2002, he began receiving subsidized care at Deanna's Family Day Care Home.

You would report two provider FEINs for this child in the April 2002 report month, one for Happy Day Care Center (along with the type of care and program code) and one for Deanna's Family Day Care Home (along with the type of care and program code). The Services Date for Happy Day Care would remain February 15, 2002. The Services Date for Deanna's Family Day Care Home would be April

12, 2002. In the May 2002 report month, you would only report one provider FEIN for George, which would be Deanna's Family Day Care Home.

Example 3: Ben Kim has always received subsidized child care at Happy Day Care Center under the GCTR program. On April 10, 2005, the funding for his care changed from GCTR to FCTR. During April 2005, your agency's records showed that the majority of care was provided by the FCTR contract. For the April 2005 report month, you would change the Services Date to April 10, 2005. In addition, you would enter FCTR as Program Code 1 because FCTR paid for the greatest amount of services in the month, and you would enter GTCTR as Program Code 2.

Error messages and solutions:

*801A File Transfer	Message:	Row #: File rejected. The Services Date must be on or before the report month.
*801A Web Input	Message:	The Services Date must be on or before the report month.
	Problem:	The Services Date is after the report month indicating that the setting is being reported in a month that hasn't started yet.
	Solution:	Confirm that you have entered the Services Date correctly.

*801A File Transfer	Message:	Row #: File rejected. The Services Date must be on or after the child start date.
*801A Web Input	Message:	The Services Date must be on or after the child start date.
	Problem:	The Services Date entered is before the child start date.
	Solution:	Confirm that you have entered the setting (or child) start date correctly.

*801A File Transfer	Message:	Row #: File rejected. Invalid Services Date.
	Problem:	You have entered an invalid or incomplete date.
	Solution:	Enter a valid date.

*801A File Transfer	Message:	Row #: File rejected. The Services Date is required.
	Problem:	The Services Date is blank.
	Solution:	Enter the Services Date.

*801A Web Input	Message:	The Services month is required.
	Problem:	No month was selected from the drop down list.
	Solution:	Select the month from the drop down list (January-December).

*801A Web Input	Message:	The Services day is required.
	Problem:	No day was selected from the drop down list.
	Solution:	Select the day from the drop down list (1-31).

*801A Web Input	Message:	The Services start year is required.
	Problem:	No year was selected from the drop down list.
	Solution:	Select the year from the drop down list.

FAQs about the Services Date information:

Question:

I don't know the Services Date. What should I do?

Answer:

First, determine whether a Services Date needs to be entered or changed. Then take the appropriate action.

IF YOU ARE:	APPROPRIATE ACTION:
Reporting a new child for the first time	The Services Date is the date on which the child began receiving services from a specific provider. This date is found on the Notice of Action. For center-based programs, this is usually the first day the child attended the program and was eligible to be claimed for CDD reimbursement. For other programs this is usually the first day that your agency paid for care for that child. For a new family with a new child, the Family Start Date, the Child Start Date, and the Services Date will typically all be the same.
Reporting a child whose provider (the person or entity that physically provided the services) changed from the previous report month, or changed during the month you are now reporting.	Consult the Data Definition for Federal Employment Identification Number (FEIN) for instructions about how to determine the Services Date.
Reporting a child whose Type of Child Care changed from the previous report month, or changed during the month you are now reporting.	Consult the Data Definition for Type of Child Care for instructions about how to determine the Services Date.
Reporting a child whose CDD contract funding source (Program Code) changed from the previous report month, or changed during the month you are now reporting.	Consult the Data Definition for Program Code(s) for instructions about how to determine the Services Date.

State Subsidized Monthly Payment for this Child Care (CDD-801B only)

For **Alternative Payment (AP) Contractors**, the State Subsidized Monthly Payment for this Child Care is the monthly dollar amount paid to the provider for the child care services by the AP for this contract type for the report month.

For **Center-based /Family Child Care Home Networks**, the State Subsidized Monthly Payment for this Child Care is an adjusted amount claimed (reimbursed under your contract) from CDE for the child for the report month.

Where to find it:

The State Subsidized Monthly Payment for this Child Care is generally found in the agency's payment records for the report month. Each agency has its own method of keeping this information. Check your agency's records.

Rules and guidelines:

- This information is required.
- Enter numbers only; do not enter a dollar sign (\$) or decimal point.
- Zero is not acceptable since this would indicate that no subsidy was paid in the report month.
- Round to the nearest whole dollar. Do not enter cents.
- Payments for **Alternative Payment Contractors** must be consistent with the Regional Market Rates (RMR) ceilings in effect for the report month.
- Payments for **Center-based/Family Child Care Home Networks** must be consistent with the Standard Reimbursement Rate (SRR) in effect for the report month.
- For **Alternative Payment Contractors**: Enter the total dollar amount required to be paid to the child care provider in the report month for the care of that child. Do not consider the family fee or family co-payment.

Alternative Payment Example 1: The provider's charge for child care is \$200 for the report month. The family fee is \$15. The contractor reimburses the provider \$200 for the cost of care. The total reported amount is \$200.

Alternative Payment Example 2: The provider's charge for child care is \$200 for the report month. The family fee is \$15. The \$15 family fee is paid directly to the provider and kept by the provider. The AP reimburses the provider \$185. The total reported amount is \$200 because this is the amount required to be paid to the provider if there were no family fee.

- For **Center-based /Family Child Care Home Networks**: Enter the dollar amount claimed from CDE for the child in the report month. Include any adjustments, such as for infants, toddlers, or special needs children. Do not include administrative costs computed as a part of the cost of care. Do not include the family fee.

Center-Based Example 1: The contractor receives \$28.82/day from CDE for full-day child care services for children three years of age and older. There are 22 days in the report month. The contractor claims 15% administrative costs. The direct services cost is \$538.93 (\$28.82 per day x 85% for direct services x 22 days). This amount is rounded to the nearest dollar. The total reported amount is \$539.

Center-Based Example 2: The contractor receives \$28.82/day from CDE for child care services. There are 22 days in the report month. The contractor claims 15% administrative costs. The child is a full-time toddler, so the adjustment factor is 1.4. The direct services cost is \$754.50 (\$28.82 per day x 85% for direct services x 22 days x 1.4 adjustment factor). This amount is rounded to the nearest dollar. The total reported amount is \$755.

Center-Based Example 3: The contractor receives \$28.82/day from CDE for child care services. The contractor claims 15% administrative costs. The child is nine years old. For 10 days in the month, the child received full-time care (\$28.82/day x 85% x 10 days x \$244.97). For five days in the month, the child received half-time care. The adjustment factor for children three years and older in half-time care is 0.55 (\$28.82/day x 85% x 5 days x 0.55 adjustment factor is \$67.37). Total reported amount is \$312.

Error messages and solutions:

*801B	Message:	The “State Subsidized Monthly Payment for this Child Care” is required for [program code].
	Problem:	The “State Subsidized Monthly Payment for this Child Care” information is either zero or blank under the Program Code listed in the error message. In order to be reported as CDD-subsidized child care, a payment amount must be made (or be required to be made). Full cost child care cases are not reported on the CDD-801B.
	Solution:	Enter the “State Subsidized Monthly Payment for this Child Care” for the listed Program Code in whole dollars with no decimal points. If the amount required to be paid is zero, exclude this Type of Child Care from the CDD-801B report.

*801B	Message:	The State Subsidized Monthly Payment for this Child Care for [program code] must contain only whole numbers.
	Problem:	The “State Subsidized Monthly Payment for this Child Care” under the Program Code listed in the error message has a decimal point. This payment should be rounded to the nearest whole dollar. The system will not save entries with decimal points.
	Solution:	Confirm that you have entered the “State Subsidized Monthly Payment for this Child Care” correctly with no decimal point

*801B	Message:	The total cost of care for [child’s name] appears unreasonably high. Are you sure?
	Problem:	The total cost of care in the “State Subsidized Monthly Payment for this Child Care” field(s) for the listed child (regardless of Program Code) is greater than \$2500. This is more than twice the amount for the highest state Regional Market Rate or the highest (without adjustment factors) State Reimbursement Rate for center-based contracts.
	Solution:	Confirm that you have entered the “State Subsidized Monthly Payment for this Child Care” correctly. If the payment amount is very high, explain why in the Comments section.

FAQs about the State Subsidized Monthly Payment for this Child Care:

Question:

We have a child who received subsidized care for the month listed, but the provider never billed us. How should I answer this question?

Answer:

Enter the payment that was authorized for the report month and year, and would be paid if the billing had been done.

Question:

We have a child who was enrolled, and therefore listed on the CDD-801A, but never received child care for the report month, because the parent was not able to find a provider. What should we do?

Answer:

If that child did not actually receive child care for the report month, then you must exclude the child. Select "Care not provided in report month," from the list, and click on "Exclude." If this is the only child receiving care in the family, you must exclude the family.

Total Hours of Care this Month (CDD-801B only)

The Total Hours of Care this Month is the total number of hours of child care for which payment was required for this type of care for the specified contract (program code) during the report month.

Note: These hours may be different from the actual hours of attendance.

Where to find it:

- On the CD-9600 form, look in the space labeled “(10) Hours of Care per Day” in Section IV “Data on Children.”

Important: the CD-9600 form records the **weekly** hours of child care. Calculate the **monthly** hours by multiplying the weekly hours by 4.33; round the result to the nearest whole number.

Or

- On the CDE Notice of Action (CD-7617 form), look in the space labeled “Enter Number of Hours Served Each Day” in the section “Part II Child Information.”

Note: Check to see if the family has a subsequent Notice of Action on file (not the initial notice) that applies to the report month/year (i.e., completed on or before the report month as indicated by the Effective Date of Action). If such a Notice of Action is on file, and the hours of care have changed, enter the updated information.

Important: the CD-7617 form records the **weekly** hours of child care. Calculate the **monthly** hours by multiplying the weekly hours by 4.33; round the result to the nearest whole number.

*Example of calculating **monthly** hours: Pat is in child care at the LMN Day Care Center for 30 hours each week. Pat’s total monthly hours are 129.90 (30 hours x 4.33). This amount is rounded to the nearest hour. The total reported amount is 130.*

Rules and guidelines:

- This information is required.
- Important:** Enter the hours of care for the reporting **month**; do not enter weekly hours.
- This is not hours of enrollment if no payment was required. (For example, if the family was newly enrolled but the child was not yet attending child care, the hours would be zero and this child care would be excluded from the CDD-801B.
- Round to the nearest hour. Do not enter partial hours or minutes.
- This must be greater than zero.

Error messages and solutions:

*801B	Message:	The Total Hours of Care this Month is required for [Program Code].
	Problem:	The Total Hours of Care this Month is blank.
	Solution:	Enter the Total Hours of Care this Month.

*801B	Message:	The Total Hours of Care this Month must be a whole number (no partial hours) for [Program Code].
	Problem:	The Total Hours of Care this Month for the Program Code listed in the error message has a decimal point or letters. The number of hours should be rounded to the nearest whole hour. The system will not save entries with letters or decimals.
	Solution:	Confirm that you have entered the Total Hours of Care this Month rounded to the nearest whole hour.

*801B	Message:	The Total Hours of Care this Month requires a Program Code.
	Problem:	Data has been entered, but the Program Code is missing. The system will not save entries without a valid Program Code.
	Solution:	Enter the program Code for this Type of Care.

*801B	Message:	The Total Hours of Care this Month for [child's name] appear unreasonably high. Are you sure?
	Problem:	This child has more than 344 Total Hours of Care this Month for all types of care (more than 80 hours per week). This is too high.
	Solution:	Confirm that you have entered the "Total Hours of Care this Month" correctly. If the hours of care are very high, enter an explanation in the Comments section.

FAQs about the Total Hours of Care This Month:

Question:

I have a child who is enrolled for 130 hours per month, but for this particular month, was only here for one day, at 8 hours. Should I put 130 hours or 8 hours for total hours of care?

Answer:

We want the hours of care that the state reimbursed or was required to reimburse (if payment has not yet been made) for that child's care for the report month. If your center was reimbursed for 130 hours of care, then the answer is 130. If it was an AP situation and the actual billed hours from the provider were 8, then enter 8. Or it could be an AP situation where your agency was required to pay the provider for 130 hours. In that case, enter 130 hours.